Future

iPad User Magazine

PLUS! Master iCloud syncing

MAKE AND CREATE

Five projects to unleash the creative side of your iPad

Issue 20

HOW TO stay safe with iCloud Keychain; become a Pages guru; and much more!

Welcome

to iPad User Magazine, helping you to do more with your iPad

These days, we live in an almost paperless world – or at least that's the theory. In reality, of course, we often end up printing out countless emails, instruction manuals, map directions and more.

While your iPad is great for helping out with this, did you know it can be used for some rather more fun things to do with paper too? For instance, how about creating a professional-looking poster entirely on your tablet, using Apple's own Pages – a brilliant desktop publishing app. Then, if you're feeling more adventurous, we'll show you how to harness Pages' full power to produce all manner of other documents, including slick books.

It doesn't stop there. Paperless Post is a fantastic app for creating greeting cards, as we'll demonstrate, while designing snappy business cards is also a cinch. For even more fun – especially if you've got kids – find out how to make stickers using your own photos, right on your iPad.

We'll also show how to keep your passwords safe online, set up iCloud, and use iTunes to keep all your media synced. Enjoy!

MATT BOLTON EDITOR

@iPadUserMag

Contents

4 **The basics of iCloud**
Back up your iPad and sync your data

6 **Setting up iCloud Keychain**
How to use Apple's online password service

8 **Syncing with iTunes**
Put iTunes in charge of your media

10 **Create a poster in Pages**
Discover how to make posters on your iPad

12 **Make beautiful books in Pages**
Powerful publishing on the move!

16 **Make your own greeting card**
Try Paperless Post for free

18 **Design business cards**
Create stunning cards in minutes

20 **Make stickers with photos**
Create characterful memes and montages

22 **Gear**
Take a look at the latest iPad-friendly kit

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The basics of iCloud

Back up your iPad and sync with other devices via Apple's servers

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPad, iOS 8

Photos, calendars, songs, messages, contacts, ebooks and much more can be synced to all your devices, wirelessly and seamlessly.

Do you use an iPhone in addition to an iPad? Are you also using a Mac or a Windows PC? In any of these cases, or even if you're using just an iPad on its own, you can make use of iCloud, Apple's free cloud-based sync, backup and file storage service.

To put it simply, iCloud enables you to sync your music and movies – plus your photos, contacts, calendars and various kinds of data – wirelessly to the cloud. This means they're all stored on Apple's online servers and are then available on any compatible devices.

How does it work? First, you need to be using the latest versions of iOS and OS X (and there's also a handy Windows desktop tool and iCloud control panel if you use a PC instead of a Mac – find it at http://bit.ly/win_icloud). To sign up for the service, you'll need an Apple ID.

Then you simply enable iCloud and choose which types of files and data you want to sync: contacts, calendars, reminders, notes, bookmarks, mail account settings (your email messages too if you opt to set up an iCloud Mail account) and more. Now instead of backing up to your Mac or PC via iTunes, your device will sync with iCloud over Wi-Fi, even if you plug it manually into your computer using a cable.

Getting into sync

Part of the service is iTunes in the Cloud, which enables you to wirelessly download all your purchased iTunes music and movies to any or all of your devices. The same goes for App Store and iBook Store purchases.

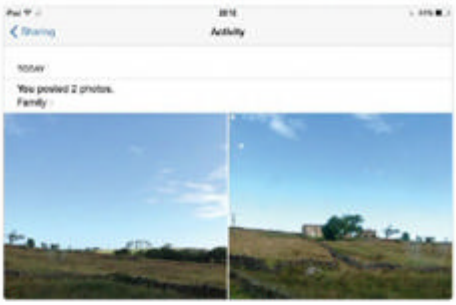
Next is iCloud Photo Library, which syncs your photos: take a snap on your iPhone, and it is automatically available on your Mac and all your other iCloud-linked devices. All your shots are stored in iCloud Photo Library, so you get the complete collection wherever you are – provided you have enough space in your iCloud storage for them all. You get 5GB of storage by default, but can upgrade, as we'll explain below.

You can also sync your web browser bookmarks, and adding items to your Reading List on one device means they'll then appear in the Reading List in Safari on all your other devices linked to the same iCloud account. You can also see what tabs you have open in Safari on your other devices, and open them with a tap or click on any other device.

iCloud can even sync playback: if you start to play a movie, TV show, podcast or audio book on one device and then pick up another, it will resume playing from the point where you left off on the first device. This works for content bought or rented from Apple, and also for your own movies stored locally.

Finally, there's iCloud Drive (formerly iCloud Storage). This also uses your free 5GB of storage, in this case for backing up your documents and data (but your music, apps or other purchases don't count towards the quota). If you need more you can pay for it with a monthly subscription – from 20GB to 1TB extra – but be aware that the prices jump rather sharply as capacity rises. The 20GB option is only a small fee, though.

HOW TO | SHARE VIA iCLOUD



1 Share photos

In the Photos app you can create a shared photo album and invite people to it. Once they accept, they can view the album, comment and, if they're using the latest iOS and you allow this, add their own content. You can also make the album public on icloud.com.

2 Share calendars

In the iOS Calendar app, tap Calendars at the foot of the screen, tap the 'i' beside an iCloud calendar, and tap Add Person to invite someone to share the calendar. Scroll down and switch on Public for a link to email to anyone you want to be able to view (but not edit) the calendar.

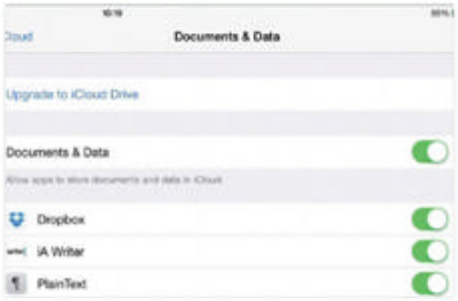
3 Share documents

With iWork in the Cloud, you can open and edit your files on the web at icloud.com – and so can other people using any supported browser, via links you send them. The site can also convert between iWork, Microsoft Office and PDF formats on upload or download.

HOW TO | MASTER YOUR iCLOUD BACK-UP SETTINGS

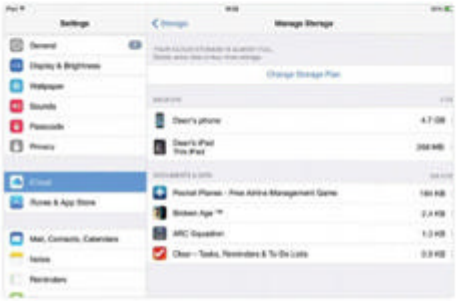
1 iCloud settings

Tap Settings > iCloud and, if you didn't enable iCloud during setup, you can do so now. Decide which iCloud services you want to switch on. Choosing Mail won't sync all the email accounts you may access via the Mail app, only your free @icloud.com account.



2 Documents & Data

Tap Documents & Data to enable your apps to use iCloud to store documents you create and other data such as saved games (you must not have used iCloud Drive yet). You can also choose whether it uses a Mobile (cellular) connection if Wi-Fi is not available.

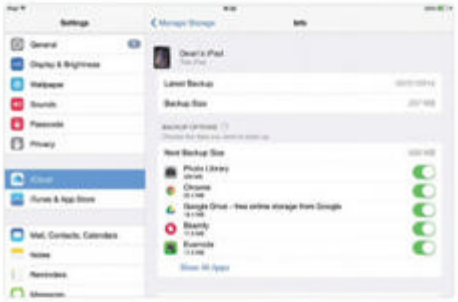


3 Storage & backup

To enable iCloud Backup, tap Storage & Backup and switch this on. Your iPhone will no longer sync and back up automatically to iTunes. Instead, it will back up to iCloud when switched on and connected to Wi-Fi. You can also tap Back Up Now to back up manually.

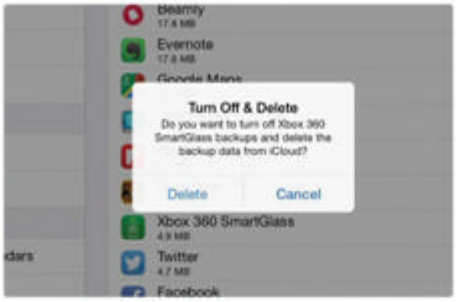
4 Buy More Storage?

Tap iCloud > Storage > Manage Storage > Change Storage Plan. You still get 5GB for free; if you need more, you can tap to select a new tariff (pay monthly) under 'Choose Upgrade'. An extra 20GB (making 25GB, including your initial free 5GB) is just 79p per month.



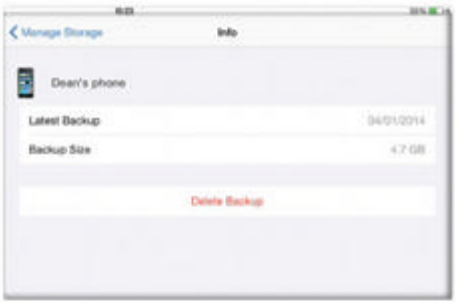
5 Or optimise first

But do you really need more? On the Manage Storage screen you'll see your devices that use iCloud backup, as well as a summary of Documents & Data being stored in iCloud. Tap the name of this iPad to see details of what data on the device is being backed up.



6 Specify backups

To save space and stop backing up items you don't really need, you can turn each app's backup on or off. Tap Show All Apps to see smaller apps. iOS apps store user data internally, so Photos contains all the photos you've shot, iBooks all the books you've bought, and so on.



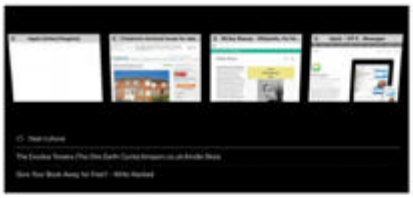
7 Other devices

For devices other than the one you're using, you can't view this level of detail but you can see when it was last backed up and how big the backup is. You can also delete any device's backup, but think carefully before you do this, especially in the case of other devices!

8 Activate apps

If you're using iMovie or any of the iLife apps (Pages, Numbers and Keynote), make sure to tap each one in Settings and enable iCloud there as well so that your documents are saved to iCloud, accessible at icloud.com and synced on all your linked computers and devices.

SAFARI TAB SYNCING



If you use Safari on iOS and Mac, you can sync any open browser tabs across all your devices and computers, as long as each is connected to the internet and signed into your iCloud account. In Safari on your iPad, tap the tabs icon at top right to see a list of the tabs open on other devices.

Setting up iCloud Keychain

How to use Apple's online password service

SKILL LEVEL
Taking things further

IT WILL TAKE
20 minutes

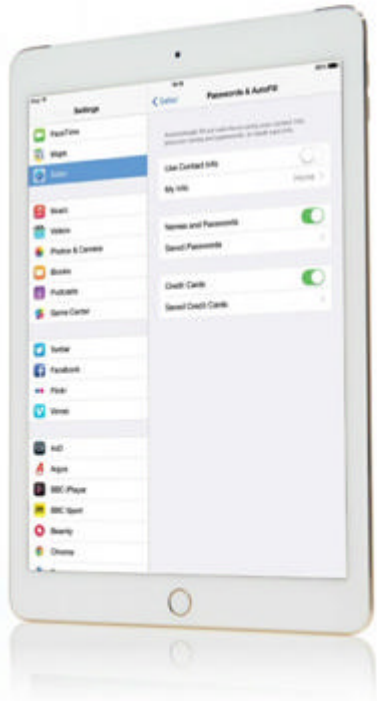
YOU'LL NEED
iPad, iOS 8, Apple ID, iCloud account, and optionally another iOS device, or a Mac running OS X Mavericks or later

Sometimes it seems like every website you visit requires you to sign up… This means you have to come up with a strong password – one that's long and complex enough to be hard to crack or guess. Remembering many strong passwords can be tricky.

Tempting though it may be, it's not safe to use the same password for lots of sites. Writing down passwords is also a huge security risk, which is where iCloud Keychain steps in. You can save many different passwords to a keychain that's stored in your iCloud account; the keychain is accessible only on devices on which you sign in with your basic account credentials and then clear a security process to grant access to your keychain's contents on that device.

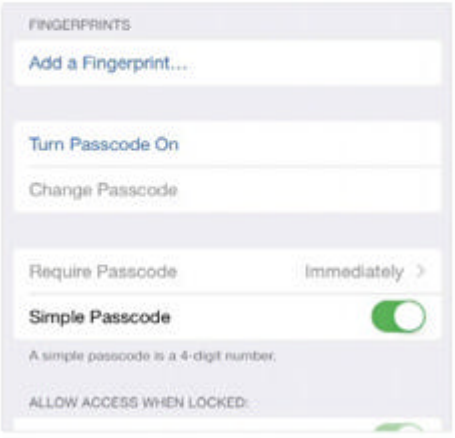
Keychain remembers all saved details and fills them in for you when required. It keeps login details and passwords in sync across all your authorised devices. So if you sign up to a website on your Mac, you'll be able to sign in to that site more quickly next time you access it from your iPad or iPhone.

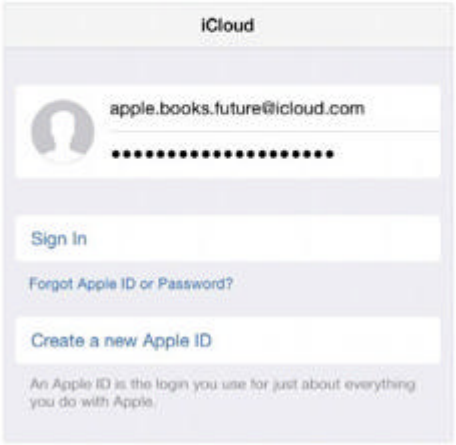
With iCloud Keychain, a single tap of AutoFill enters any login information and password you've saved. So you can more easily use discrete, complex passwords on each site you visit – and iOS can even suggest one for you.



Don't write passwords down or use the same password everywhere – let iCloud Keychain save them for you

HOW TO | SET UP iCLOUD KEYCHAIN ON YOUR iPAD





1 Setting up a passcode

You should protect your iPad – and hence your keychain – with a passcode. This code will be needed to access your iPad, and to manage information in iCloud Keychain. Tap Settings > Touch ID & Passcode > Turn Passcode On. Enter a four-digit code, then repeat it to verify your choice. Below that setting, Require Passcode sets a duration before your passcode is required after the iPad locks itself (Settings > General > Auto-Lock) or you put it to sleep.

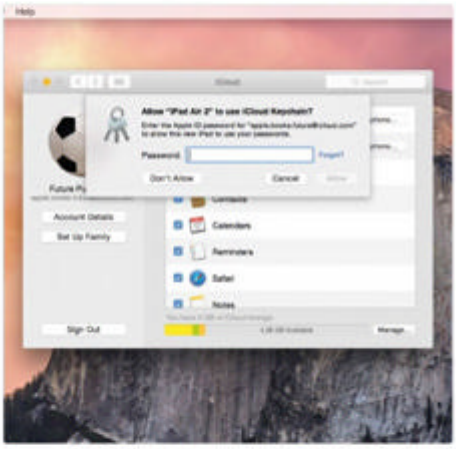
2 Signing into iCloud

iCloud Keychain stores account credentials for websites and credit card details online, so you'll need to have created an Apple ID and signed in with it under Settings > iCloud. Your iPad will ask if you want iCloud to use your iPad location. This isn't needed by Keychain, but it enables the valuable Find My iPad service. iCloud should now be up and running on your iPad, but KKeychain requires some extra steps before it'll start working.

3 Set up iCloud Keychain

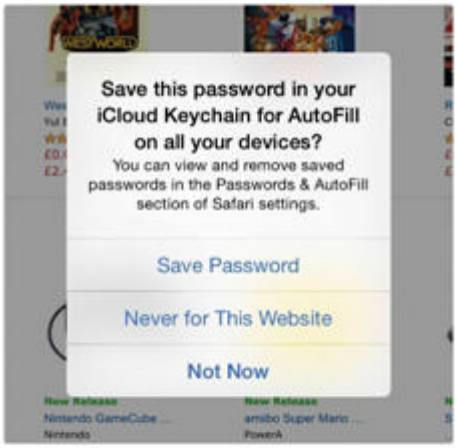
Most iCloud features are switched on by default, but Keychain is one that requires manual activation. Tap Settings > iCloud > Keychain and switch on iCloud Keychain. The iPad will now request your Apple ID password; enter it and then tap OK. If you've already set up Keychain on another Apple device linked to the same iCloud account, you'll need to approve your iPad from that device, or provide the security code you set during that process.

HOW TO | SET UP iCLOUD KEYCHAIN ON YOUR iPAD (CONTINUED)



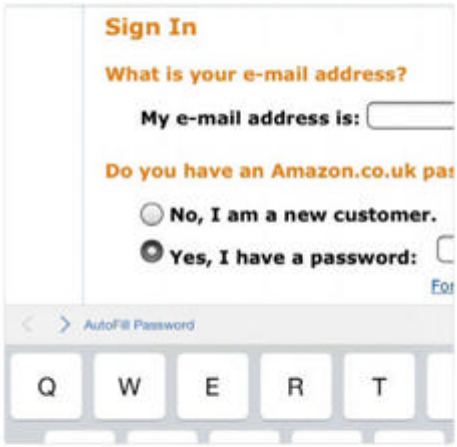
4 Approve access

If you opt to approve access to your keychain using another device, you'll receive a notification on it. On a Mac, click View on the notification to open System Preferences' iCloud pane, then click Details next to the Keychain item. Enter the password for your Apple ID and click Allow. Alternatively, when the notification appears on your other iOS device, enter your password and tap Allow to grant access.



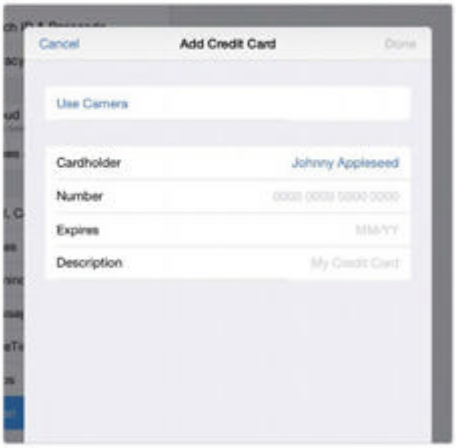
5 Save password details

Ensure Settings > Passwords & AutoFill > Names and Passwords is on. In Safari, go to a page that requires a user ID and password. Submit yours. You're given the option to save them, but you can opt not to, either for now (perhaps you're changing them) or never. With iCloud Keychain enabled, the credentials are synced to your authorised devices and you won't have to type them. (When creating an account, 'Suggest password' appears above the keyboard.)



6 Automatic passwords

You're able to fill in credentials saved to your keychain using any device you've chosen to authorise to use it. On your iOS devices, when you tap on a form to provide credentials, an AutoFill Password button appears at the top left of the keyboard. Tap that and your user ID and password will be inserted in their respective fields for you, and you only need to tap the form's button to submit the details and sign in.



7 Credit card details

Bank card details can be stored when Settings > Safari > Passwords & AutoFill > Credit Cards is turned on. When you submit card details to a website, Safari asks whether to remember them. As a precaution, the security code isn't saved. Cards can also be added in the Passwords & AutoFill settings. Tap Saved Credit Cards > Add Credit Card and type the details, or tap Use Camera to capture them from the front of the card. Enter a description to identify the card.

8 Manage passwords

You can manage passwords in your keychain under Settings > Safari > Passwords & Autofill. Tap Saved Passwords and enter your iPad's passcode. Tap an item to view the website address and your username and password. To remove several passwords from the list, tap the Edit button, then the unwanted passcodes, and finally tap Delete to remove them. To remove one quickly, swipe from right to left across it and tap the Delete button that appears.

9 Adding information

AutoFill can use your details (from the card labelled as 'Me' in the Contacts app) to fill in online forms. In Safari's Passwords & AutoFill settings, if your name is already next to My Info, just switch on the Use Contact Info option. Otherwise, tap My Info, find your name in the list, and then tap it to identify it as you. The Use Contact Info option will be enabled after you do this. In a form, tap a field and then tap AutoFill at the top of the keyboard to insert your details.

Syncing with iTunes

If you have a computer, use it to put iTunes in charge of your media

You can use your iPad and enjoy everything it has to offer without ever connecting it to a computer. However, you might already have a Mac or PC and use iTunes to manage your songs, videos or other media. A computer's hard drive can hold much more than even the largest-capacity iPad, and you won't always want *all* your movies or photos on the road with you on your iPad.

It can therefore make sense to manage your media on your computer and transfer to your iPad only the things that you want to take out and about with you. There are other benefits too:

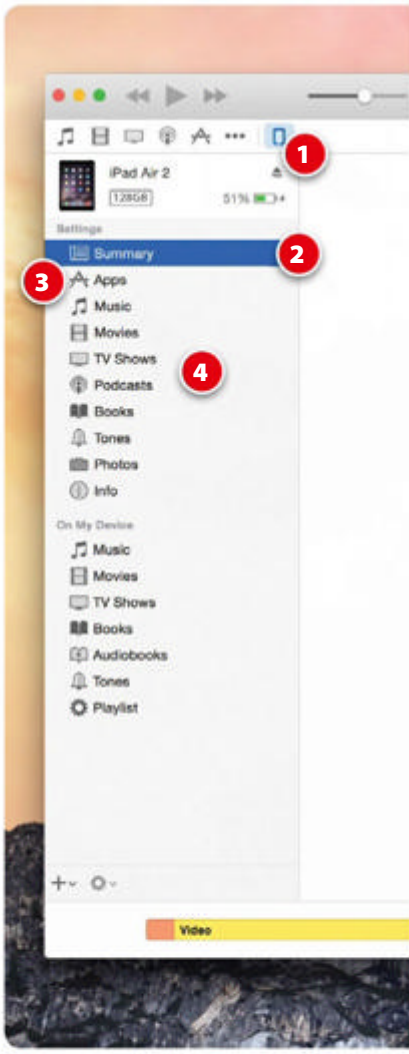
- Faster transfer. You can re-download to your iPad any songs, movies, TV shows or apps you've purchased, but it will often be faster to copy them across from your computer to your iPad.
- Add your own content. You can also add songs you've ripped from CD or bought elsewhere.
- Easier organisation. Creating playlists on an iPad is simple enough, but you can't create Smart Playlists as you can in iTunes on Mac or PC (see below).

When you connect your iPad or any other iOS device to your computer, iTunes becomes the hub of everything you do. You use it for syncing media and data, organising playlists and buying content. You can use it to update your iPad's software if you choose not to do that directly on the iPad itself, and it can manage backups and help you restore your device if things go wrong.

Here are the essentials you need to know to manage your iPad using iTunes. One key thing to note: an iPad can be synced with only one iTunes library at a time. If you want to add content to it from more than one library, make sure you enable manual management (see number 8) instead of setting iTunes to sync content automatically.

1 Your device

Connect your iPad using the USB cable that came with it or via Wi-Fi, and click its icon at the top left. A sidebar with categories of media you can copy to the iPad will appear on the left, along with a Summary page that contains overall settings for your iPad. Click a category to choose which items of that kind are copied from your iTunes library to your iPad.



2 Sync your data

Set your preferences for different kinds of data and choose what you want to sync in each category. Books includes ebooks and PDFs. Info includes address books, calendars and email accounts (but not the messages themselves). If you use iCloud to sync these things, you'll simply see a message that tells you they are being synced over the air from iCloud. That also applies to music, if you've subscribed to and enabled iTunes Match on your iPad. Match makes the contents of your iTunes library available wherever you have an internet connection.

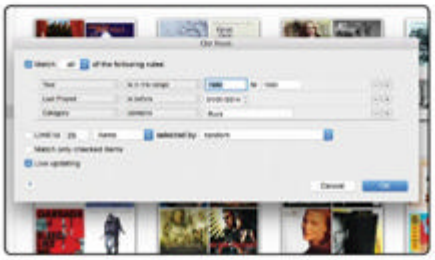
3 Arrange your apps

Click the Apps tab to manage your apps. The apps that are stored on your computer are listed on the left, with your device's Home Screens and folders on the right. One of two buttons appears next to each app: Install means the app isn't yet on your device, so click it to select that app for transfer to the device when you sync. A Remove button means the app is already on your device, so click this if you wish to remove the app from it. Click and drag the icons to rearrange their order on your iPad's Home Screens, or move them to another Home Screen or folder by dragging them to another of the previews. Click the + icons to create new Home Screens or folders. Click Apply when finished.

Smart Playlists

One big strength of iTunes on your Mac or PC is the ability to create Smart Playlists. These are not just fixed sequences of songs, like the playlists you can create in the Music app on your iPad, but they can organise your songs for you according to criteria you preset. Feeling nostalgic? Create a playlist of songs from a certain decade, such as the 80s. Huge collection? Make a playlist that shows the last 50 songs you added to your library, or songs you've added but haven't played yet.

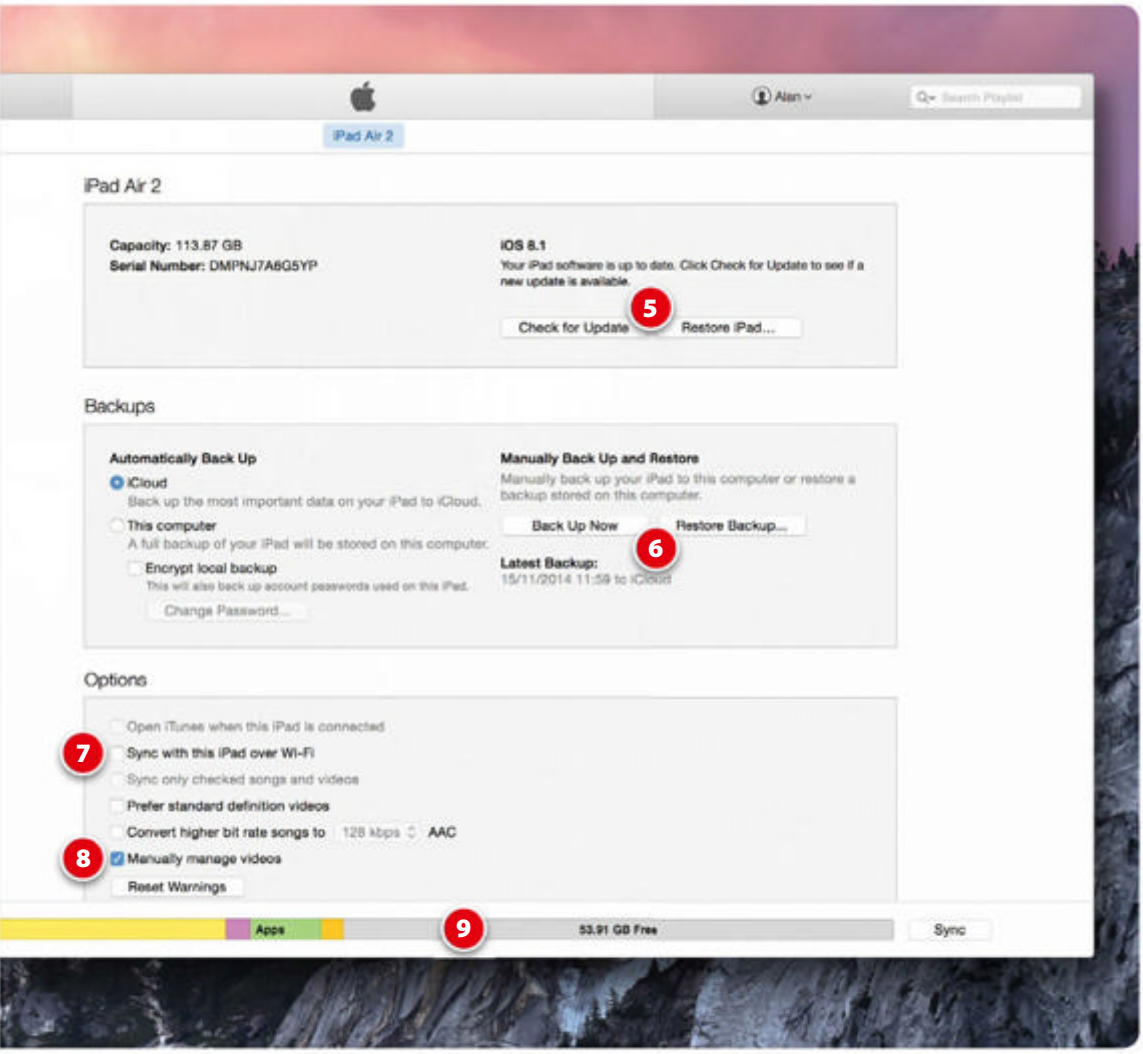
You can even combine criteria, creating for example a Smart Playlist that finds songs you've rated four or five stars but haven't played in the last six months – a great way to rediscover old favourites you haven't played for a while. The best thing about Smart Playlists is that they update automatically as you add songs that match the criteria, and they'll be refreshed on your iPad the next time you sync it.



Set up Smart Playlists to choose your tunes automatically.

9 View free space

As you make changes to what's synced to your iPad, you'll see the coloured capacity bar at the foot of the iTunes window adjust in real time to show you how much space you've got free, or if you've overshot. (Turn to page 66 for more about making space on your device.) Click Apply to save your choices, and then click Sync to start copying your chosen media to your iPad.



8 Go manual

If your iPad is set to sync with your iTunes library, you can drag individual songs or playlists from the iTunes library to your device, but you can't add songs from any other iTunes library or even remove songs (unless you unsync the entire playlist, artist or album). The solution is to switch to manual management. In the Summary tab, go to Options and tick 'Manually manage music and videos'. To add items, go to the Summary tab and click a category under On My Device in the sidebar. Click the Add To button and drag items from the left-hand pane to the right-hand pane. To remove an item or playlist, click on it in the right-hand pane (or when browsing a category under On My Device) and then press ←.

7 Sync over Wi-Fi

Want your iPad to sync wirelessly with iTunes on your Mac or PC? Connect it using the USB cable, and go to Options under the Summary tab. Tick 'Sync with this iPad over Wi-Fi' and click Apply. Now click the eject symbol next to the iPad's name, and unplug the cable once it disappears from the sidebar. It will now sync wirelessly with the computer whenever they're connected to the same Wi-Fi network and iTunes is open on the computer. If it doesn't appear in iTunes, quit iTunes and relaunch it, or restart your iPad.

4 Select what to sync

In each category, you can choose to sync all your media of that type (your entire music library, all books or podcasts, and so on) or only selected items. If you've got a lot of media, you may not have space on your iPad to store it all – the capacity bar at the bottom will show this – or you may just not want all your movies or TV shows on the road with you. If you opt for selected content, you can then tick the playlists, artists, albums and so on that you want copied to your device. The process is much the same for all types of media, but in some cases you can tick Automatically Include and then choose to sync, say, TV show episodes and films that you haven't seen.

5 Update or restore

These buttons appear if you connect using a USB cable, but not over Wi-Fi. Click Check for Update to go online to see if there's a newer version of iOS available (or check directly on your iPad by tapping Settings > General > Software Update). The Restore button is a last resort if you're having problems: it will wipe your iPad and offer you the choice to start afresh (so you'll lose all the documents and data you've created) or restore from a backup you've previously made. On the iPad you can go to Settings > General > Reset to wipe the device if need be, then set up again and opt to restore from a backup, selecting either a backup in iTunes on your computer or an iCloud backup.

6 Backup options

Choose whether the data and settings from your iPad get backed up on your computer every time you sync, or directly to Apple's online servers via iCloud. Note that your apps themselves aren't backed up, because you can download them again for free (tap Updates > Purchased in the App Store) or sync them from your computer if stored there (right-click the device's name in iTunes' sidebar and select Transfer Purchases). If you've synced music and other media from your computer, these don't get backed up either – it's assumed you can re-sync to your iOS device. For more details on what gets backed up, see Apple's in-depth list at http://bit.ly/itunesbackups. Note the option to password-protect the backup on your computer – don't go forgetting the password or your data will be inaccessible!

Create a poster in Pages

Discover how to make posters on your iPad

SKILL LEVEL
Take things further

IT WILL TAKE
50 minutes

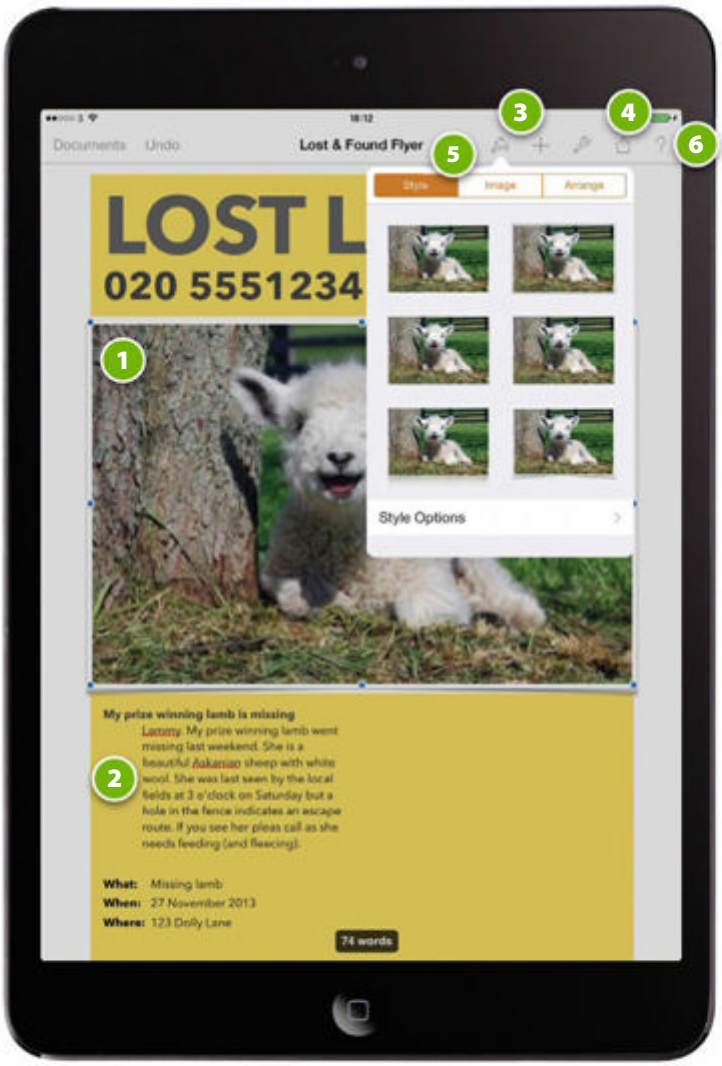
YOU'LL NEED
iPad, Pages, some photos

Pages is a fantastic word processor and ideal for picture-led documents like posters. If your iPad doesn't come with Pages, it should be available free from the App Store. While Pages is a great app for regular work documents, it can do so much more. It comes with a wide range of themes that can be used to create everything from party invites, through to birthday cards and even event posters. Somehow Pages magically makes everything you create look stunning, and documents can be quickly thrown together, using photos from your iPad, and then shared with your friends. Making posters is a fun thing just to try out, but it's also really easy to create something that looks pretty professional. Posters can then be mailed to people you know, or you can print to an iPad-compatible printer.

In this tutorial we're going to look at how to put together a poster for a missing animal. Don't worry, no animals were harmed (or went missing) during the creation of this guide!

It's really easy to create something that looks pretty professional

VISUAL GUIDE | POSTER TEMPLATES



Building a poster for a missing pet in Pages

Changing the image

1 Each poster comes with a selection of eye-catching stock images that you can replace. Tap the Add (+) button next to a stock image to bring up the Photo viewer. You can use images from your photo albums, or those synced with your iPad using iTunes or iCloud Photo Library. You can also replace images by tapping the Format icon and choosing Replace.

Adding text

2 There are 66 different templates available in a range of different categories. Each template comes with sections that you can use to add your own text. These are pre-loaded with dummy text that you can replace (or delete). This enables you to personalise the poster by adding your own contact details and information.

Formatting options

3 You can format text and images using this Format icon. The options will change depending on what you tap in the Pages document. If you have an image highlighted you'll see tabs for Style, Image and Arrange; if you have text highlighted you'll see Style, List and Layout tabs.

Sharing your poster

4 You need to share your poster for it to be useful. You can share a poster you've made by Mail, Facebook or Twitter using this Share button, or you can print it out using an AirPrint printer.

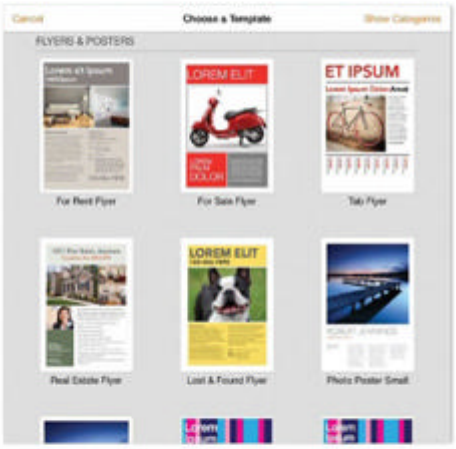
Style options

5 You can add borders and effects to images using the Style menu. The Styles tab displays various borders and effects (like Drop Shadow and Reflection) for images; or font styles for text. Poster images often look nice using the Photo border effect (in the bottom right corner).

Getting Help

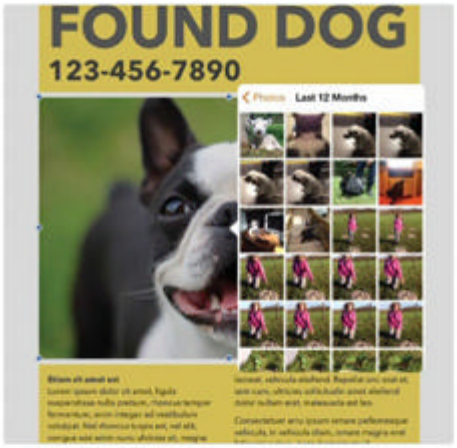
6 You can get on-screen help by tapping this icon. Yellow help bubbles will appear on the screen describing the function of key buttons. Just tap the Help button again when you want to remove the distracting on-screen help guide.

HOW TO | CREATE A POSTER IN PAGES



1 Choose a template

Download Pages app from the App Store. Once you've got it, open Pages and tap Create Document. Now tap Show Categories (top right) and choose Flyers & Posters. This shows all the different kinds of flyer and poster documents you can make (tap Show All to reveal other categories again). We're going with the Lost & Found flyer, but they are all worth investigating. Tap the theme and a new document will appear with the dummy text and images.

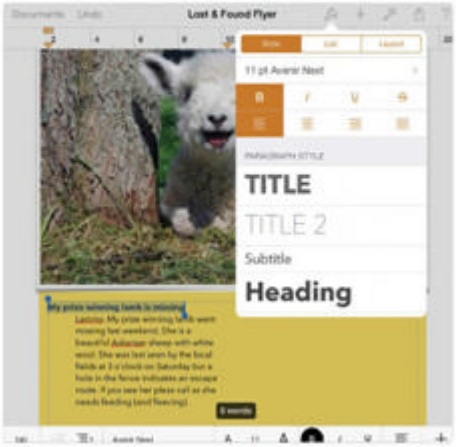


2 Change the images

The first thing you should do is update the images. When you first open a document the images have a small white Replace (+) next to them. Tap it and the Photo Browser will appear. Choose an image from your Photo Library to replace the photo in your document. If you want to choose another image, highlight the photo in the document and tap the Format icon (Paintbrush). Now tap Image and Replace to choose a different photo.

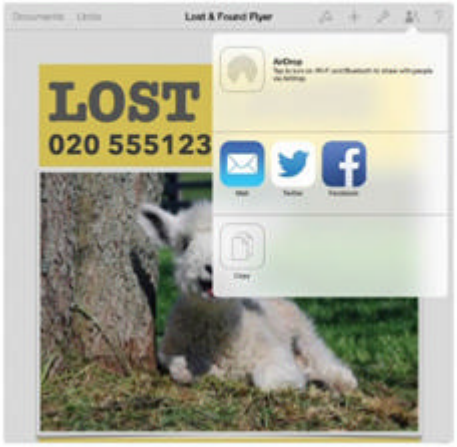
3 Update the text

Double-tap the main text headline to highlight it and bring up the keyboard. Tap the text you want to go in. You might find it doesn't fit into the space properly so you'll need to edit it. Above the regular keyboard sits a range of options that allow quick access to fonts, text size, bold, italics, and underline. Tap the name of the font to choose something different. You can choose a typeface (Condensed, Regular, Bold, and so on) using the Info (i) button.



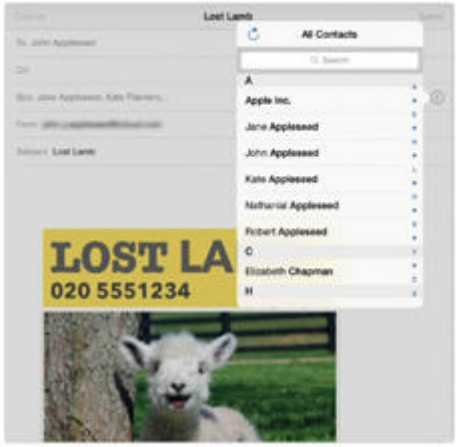
4 Style options

You can tap the Format icon to access Style options (font size, font and typeface, bold, italics, and so on). This offers a more detailed set of options than the options above the keyboard. Each theme has a range of Paragraph Styles which use similar fonts and colours. Sticking to these will ensure that your poster looks good. The Format window changes depending on whether you are editing words or an image. Tap Undo if you make any unwanted changes.



5 Sharing the poster

With your poster finished it's time to share it with your friends. If you have an AirPrint printer on the same network as your iPad you can print out a copy by tapping the Tools icon (shaped like a spanner) and then Print. You can share a digital copy by tapping the Share icon and Share Link via iCloud then choosing either Mail, Twitter or Facebook. This will host an image of the poster on your iCloud account and you can share a link to it.



6 Email your poster

It's often a good idea to send your poster to your friends via email. To do this tap on Share and Send a Copy. Now choose Mail and PDF (this is a file format that most people can open). You will now see a New Mail window with an image of your poster. You can now enter the names of people in the To field. If you want to keep the list anonymous, enter your own name in the To field and add people to the Bcc field. Click Send to post it to your friends.

Beautiful books in Pages

Powerful publishing on the move is now even easier with Pages

SKILL LEVEL
Could be tricky

IT WILL TAKE
20 minutes

YOU'LL NEED
iPad, iOS 8, Pages

All the iWork apps got a makeover with the release of iOS 7, and for owners of devices bought after 1 September 2013, all three are now free.

Using Pages on an iPad is a much more pleasant experience than on an iPhone because of the screen size, and creating documents on your iPad is very straightforward, largely thanks to the templates available and the effective use of touch controls.

Start by choosing one of the 63 available templates, and then customise it until it fits the bill precisely. Don't like the headline typeface? Change it. Size and colour? You can change those, too. Images can be replaced with photos from your Photos app, and there are dozens of shapes from which to choose to add to documents. We particularly like the image masking feature, which lets you choose which part of an image to display and mask out the rest.

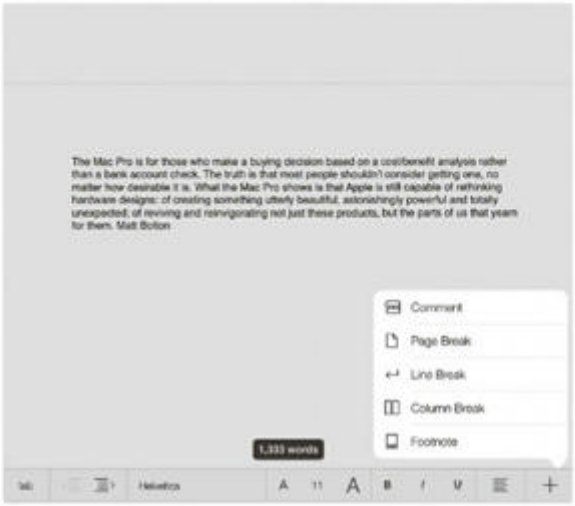
The range of style options for objects is huge, and formatting is excellent, too. When you're done creating, you can print your work if you have access to an AirPrint printer, save it to your iCloud, send it to iTunes or share it over email.

Pages on iPad is easier and more fun to use than the small-screen version, but if you also have an iPhone you'll still find it a great app to do quick edits.

HOW TO | MAKE PAGES WITHIN PAGES

TOOL SCHOOL

Pages on iPad benefits from iWork for iCloud, so you can create and edit documents on various devices and sync them in seconds. When you launch Pages for the first time, you're prompted to use your iCloud account.



1 Getting a new page

Sometimes, Pages' pretty, stripped-back interface can be somewhat confusing – and irritating. He's a case in point: you could spend ages trying to work out how to get the application to create a fresh new page for a multi-page word processing document, when in fact the command is hidden behind a menu. With the keyboard showing, simply tap the + button and you will get all the options you need for line breaks, column breaks and the all-important page breaks.

2 Adjust page margins

To adjust the size of your document, you can manipulate the page margins simply using the ruler. To show the ruler, just tap the spanner icon at the top > Settings > Ruler. To align your text, set the tab stops along the ruler to align text on the left, right, centre or decimal point. Tap to place the insertion point and then drag the icon for the tab stop until it's in the correct position. You can insert as many tab stops as you want, and then hide the ruler by tapping Done.

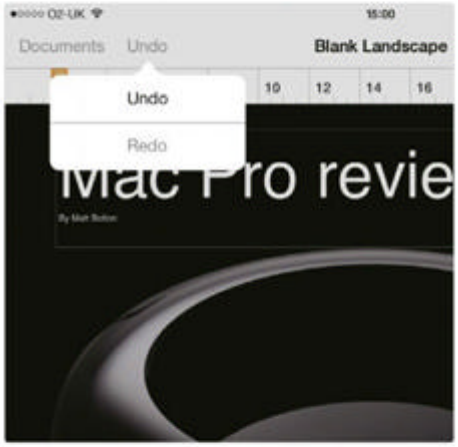
HOW TO | EDIT TEXT LIKE A PRO

1 Selecting text

It's not obvious how you select text in Pages. You can double-tap to select a word, or triple-tap to select an entire paragraph at once. If you want to select all the text, you can either tap and hold, then choose Select All from the menu that pops up, or use ⌘+A on a paired Bluetooth keyboard. If you want to adjust the selection, tap to grab the blue handles and drag forwards or backwards with your finger.

2 Using the spellcheck

Suspected misspellings are shown with a dotted red underline. To correct them, double-tap on the typo and then tap Replace and pick the correct word from the suggestions. If there's only one available suggestion, you're shown this as soon as you tap on a word, and can tap to accept it. This menu also tells you if the spellchecker is totally stumped and has no replacement word available.



3 Undoing text errors

Sometimes you move an image accidentally or make a mistake while you're typing. This can be easily fixed in the iPhone version of Pages by simply shaking your phone and then selecting either Undo or Redo, as appropriate. On the iPad, you'll find the two options in the top-left corner. Undo reverses the last action, while the accompanying Redo option undoes the undo!

HOW TO | MAKE DOCUMENTS MORE INTERESTING

1 Anchoring images

Images and shapes can be anchored so they move with the text – this is usually referred to as an inline image – or float above the text, with the option of wrapping text around the graphic. Insert your image, and then tap the Paintbrush icon. Tap Arrange > Wrap, and configure your anchor and wrap options from there (a little diagram helps describe the effect).

2 Cropping pictures

If the picture you want to use is the wrong shape for your layout, you can use the Edit Mask command under the Image tab in the Paintbrush menu. This lets you crop images, as well as zooming and panning the picture inside the mask. It's a bit like moving a huge poster around outside a window, except you can alter the size of the window, and also the size of the poster, too.

3 Skim long documents

Even with flick gestures, it could take you a long time to scroll through a big document. Happily, Apple has you covered: tap and hold for a split second at the right of the screen, and up pops the navigator. Slide your finger slowly up and down the screen, and you see the pages stream past in the magnifying glass under your fingertip – the pages in the document are displayed as thumbnails.

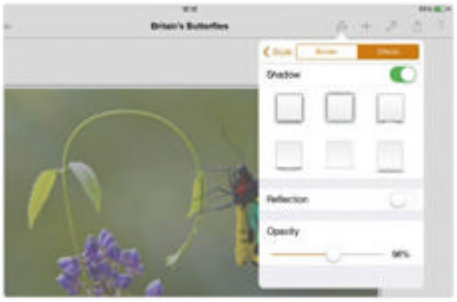
HOW TO | GO EVEN FURTHER WITH PAGES

1 Undo/Redo

If you've spent ages typing out a long document only to delete a section by mistake, or if you've simply mistyped something, you want to be able to undo. You get an Undo button in the top left. On an iPhone you can simply shake to bring up the Undo option.

2 Adjust margins

While in your document, tap the Spanner icon and choose Document Setup. The view changes to vertical and displays the margins. Adjust these by tapping and dragging the arrows. Alter the paper size by tapping Change Paper Size at the bottom of the screen.



3 Image watermarks

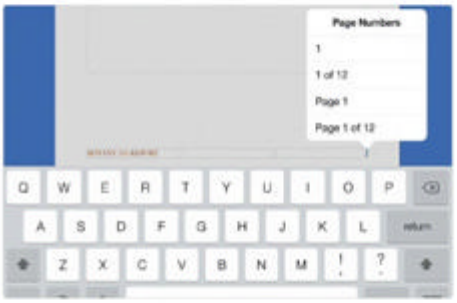
To turn an image into a watermark, add the image you want to use, then resize it to fit the area, tap the Paintbrush icon and choose Style Options (Style tab) > Effects. Now drag the opacity slider down. Options for Shadow/Reflection are above the slider.

4 Create tab stops

Bring up the ruler by tapping on some text, select the text you want to adjust, and then tap along the ruler to insert tab stops. Double tap the icon to change tab type: a diamond indicates centre-aligned, a triangle pointing left is right-aligned, while a circle is decimal-aligned.

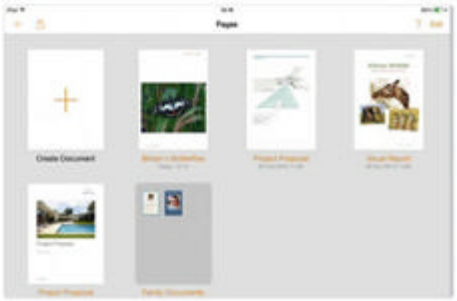
5 Headers and footers

Open your chosen document, tap the Spanner icon and then choose Document Setup. At the top and bottom of the page you can type in the little boxes. Type your text and you're done. This adds it to the Section Master so the header/footer appears on every page.



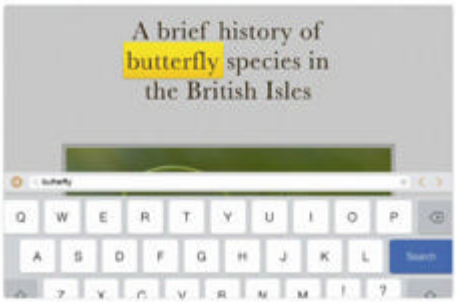
6 Page numbers

To add page numbers, follow the same route as for headers and footers, but when you tap on either the header or footer bar, select the Page Numbers tab that pops up at the same time as the on-screen keyboard. Select the numbers from the menu and then tap Done.



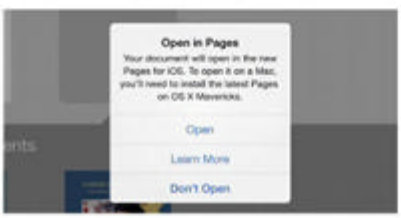
7 Tidy up

You can group documents into folders and arrange by date or by filename. In the documents view, tap Edit and then tap to select the documents you want in a folder. Tap and hold one until they all merge, then drag them over another document you want.



8 Find text

Tap the Spanner icon, select Find and a Search bar appears on the page. Enter the text you want to search for and it's highlighted. Tap the Settings icon (the cog) on the left and you can also do a find/replace of words in the text of your Pages document.



IMPORT ATTACHMENTS

You don't have to use iTunes to get documents into Pages on your iPad. You can send Pages or Word documents as an attachment to an email. On receipt, tap and hold the file's image in the email and select Open in Pages from the options.

Guru Guide
Nobody goes deeper into technology

MAC OS X YOSEMITE

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Make your own greeting card

Missing Mail's stationery option on your iPad? Try Paperless Post

SKILL LEVEL
Anyone can do it

IT WILL TAKE
30 minutes

YOU'LL NEED
iPad, Paperless Post

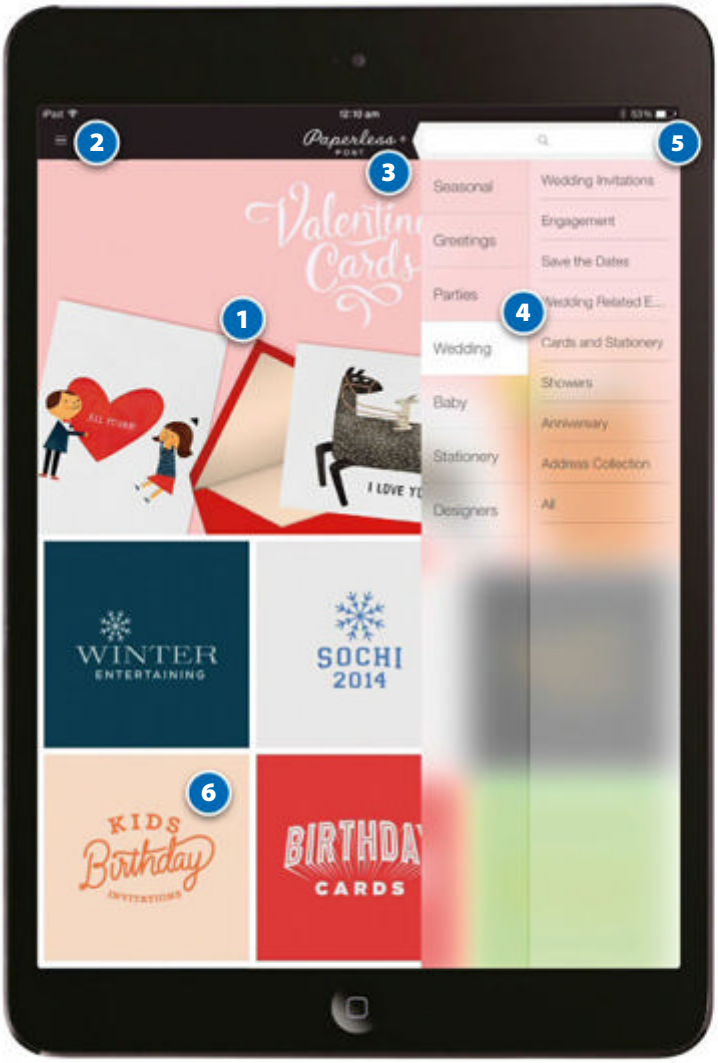
Paperless Post is a fun way to create all kinds of special occasion cards on your iPad, iPhone and online, with hundreds of different designs to choose from – including many from renowned graphic designers.

Having such a wide choice of cards makes it much more appealing than the stationery options you'll find in other apps or even in physical card shops. What's more, Paperless Post includes a great range of customisation options, enabling you to change typefaces, text sizes and background colours to create exactly the look you're after.

Paperless Post can even deal with more complex tasks such as party or wedding invitations: you simply add the email addresses of the people you want to invite and then decide whether or not you want invitees to see your guest list. It can even handle their replies. Best of all, Paperless Post is free to use, although you'll need to pay using In-App Purchases to send each card or use some special options.

Paperless Post includes a range of customisation options, enabling you to create exactly the look you're after

VISUAL GUIDE | FIND YOUR WAY AROUND PAPERLESS POST



Creating and sending cards is easy with Paperless Post. Let us be your guide…

Main window

1 This is the first thing you see when you open Paperless Post – a picture window showing off the great-looking card options that are on offer. Tap on any one of these home page categories and you'll be ushered to actual card designs. It's certainly fun to have a look around.

Options

2 Tap on the icon with three white horizontal lines at the top left and the Options bar will slide into view. This enables you to see your Account Settings, any Favourites you've saved and anything in your Post Box (sent, received, drafts, etc) and to adjust app Settings such as notifications.

Browse

3 Tap here to reveal the translucent Main Card Categories bar, which includes card types such as Greetings, Parties and Stationery. Tap again on any one of these and you'll be offered even more card category options. The Wedding submenu, shown here, includes Invitations, Engagement and Anniversary, for example.

Filters

4 Once you've dived into one of the main card categories, the Browse menu reveals more options. You can choose from further categories, such as Seasonal > Spring Occasions > Easter Cards. You can also Filter cards by colour, shape, price, designer and whether they allow you to add a photo.

Search

5 If you need to, you can tap the magnifying glass to the right of the Browse menu and type what you're looking for straight into the search bar.

In-App Purchases

6 While some of the cards in Paperless Post are free, you do have to pay for some cards, most custom options and every time you 'post' a card via email. Payments are made using Coins bought via In-App Purchase (not shown here).

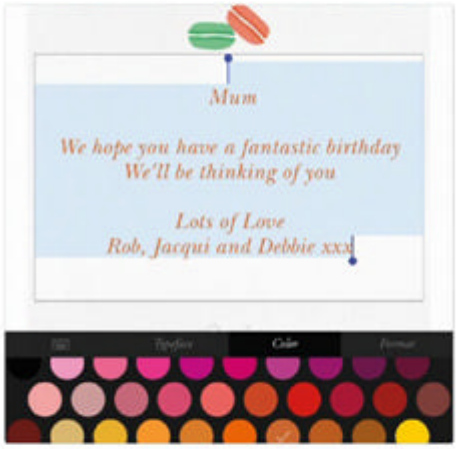
HOW TO | CREATE AND SEND SOMEONE A BIRTHDAY CARD

1 Pick a card, any card

Paperless Post has so many different cards to choose from that, at first, it can be overwhelming. See the annotation on the facing page to discover how you can narrow down your options by category and sub-category or by filtering by size, shape, colour, etc. It's also a good idea to keep an image of the person you're sending to in mind. Sending a birthday card to Mum? Then your choices should be based on what she likes, not what you do.

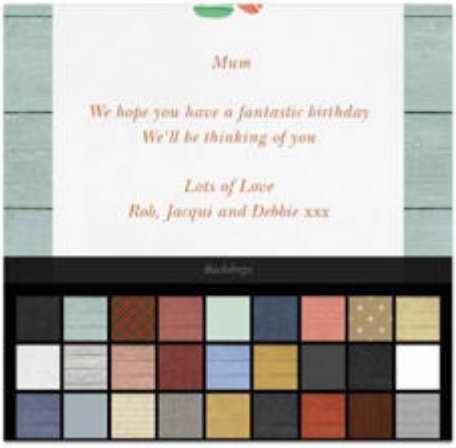
2 Add your message

Tap on a card to choose it, then click on the Design button near the bottom of the screen. Flip the card around by swiping your finger right to left and then tap on the 'T' button below. You now have the option to tweak the existing message or delete it and add something truly personal. You'll notice that the iOS virtual keyboard has now slid into view, along with a black horizontal menu bar containing the words Typeface, Colour and Format.



3 Adjusting attributes

Tap on Typeface and you'll see a list of different font choices you can choose from. Tapping on Color enables you to change individual words or your whole message using a varied colour palette. Format enables you to tweak the Font Size, Line Height and Letter Spacing using sliders. You can also choose whether to left-align, centre or right-align your text. Feel free to experiment; when you've finished, tap Done in the top right corner.



4 Background colours

When you're happy with the words, you can move on to customising the card background and add an envelope if you wish. Adding an envelope to a virtual card may seem silly, but the recipient gets a slick animation when you do, so it's a neat finishing touch. To add a card or envelope background, tap the Background Wallpaper button to the right of the 'T' button from step 2 and then choose one you like from the menu.

5 Preview your card

Before sending off your card, tap Preview at the top of the screen to see how it will look when your addressee receives it. This is your final chance to ensure you're happy with everything, from the words you've used to the background you've chosen. It will even preview the envelope animation we mentioned, though recipients will need Adobe Flash, which iOS doesn't support, to view it on a computer. To exit Preview, tap the X in the white circle at the top left.

6 Send your card

If you're happy with your card, now's the time to send it. Tap the Next button at the top right of the screen and an email form will open up. Type the email address where you want to send the card. Don't forget to add your name in the From field and the subject of your email in the Subject field. When you're ready to go, tap Send. Paperless Post will remind you that you will be charged Coins to send the card (and also for any custom options you've added).

Design business cards

Design and print beautiful business cards – and more – in minutes

SKILL LEVEL
Anyone can do it

IT WILL TAKE
20 minutes

YOU'LL NEED
iPad, Makr

Whether you're just about to get married or you've come up with a great new business idea, you're going to need some assistance with marketing. You could pay a princely sum for a professional to step in and take the reins. Or, you could don a creative cap and try your hand at it.

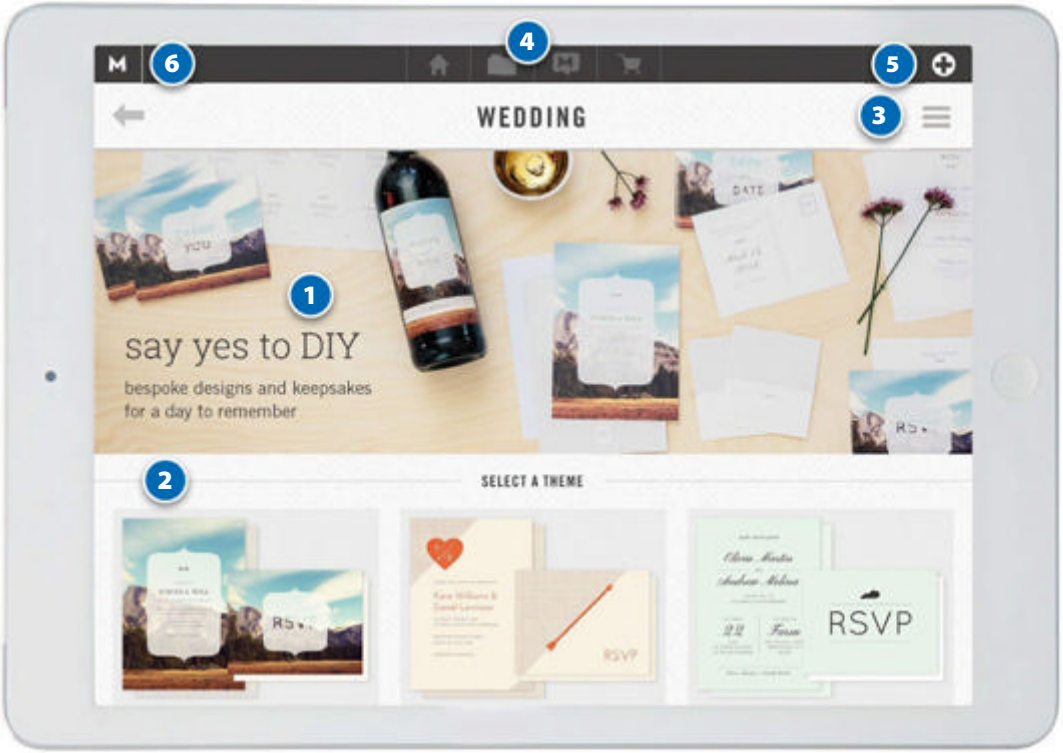
Makr sorts the graphic design so that you can get on with simply putting the right words in place. Want a smart label for your thirst-quenching new beer? What to make the perfect wedding invite? You can do that, and much more. Makr comes with full templates devoted to announcing an occasion, such as a wedding or party; alternatively, you can use it to equip your business with essential marketing tools, like product labels, business cards and more. It's a great way to bring your product to potential buyers.

To sign up for a Makr account, hit the M in the top-left corner to access the main menu and use your Facebook account or email address to sign in. Enter your details, hit Sign Up and that's it.

Announce an occasion or equip your business with essential marketing tools like labels and business cards

VISUAL GUIDE | GET MAKING WITH MAKR

Explore the wealth of design options that Makr can offer



Get inspired

1 When you open Makr, the first thing that you'll probably see is the big image that makes up the majority of the screen. This is your inspiration – from making your business branding to having the perfect wedding day, just swipe through these ideas and tap them when you want to find out more.

More ideas

2 Beneath the main image you'll see a feed of all the new updates on the Makr blog, with new design ideas for you to use, examples of products that use the designs and even handy advice when it comes to creating things.

Main menu

3 Above the main image is the main menu in Makr, consisting of different idea areas, including Business, Home and more. Tap on one of these to go to an area and see what templates are available. Each template has a range of formats, such as labels or a dinner menu. You can use them all, or pick and choose the ones you want.

Top menu

4 At the top of the screen is the main navigation menu. The Home button takes you back to the main screen, while the folder icon reveals your saved work and the speech bubble M takes you to Makr's blog. When you want to purchase your designs, click on the shopping cart icon.

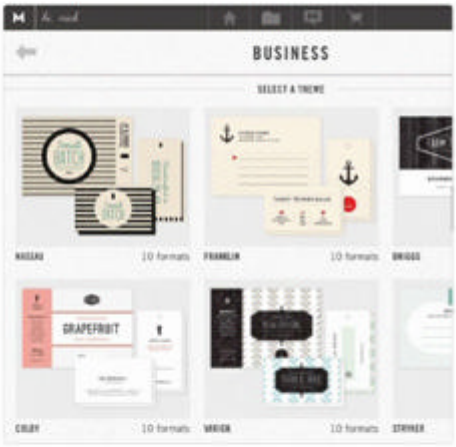
Nitty gritty

5 While browsing Makr's brilliant interface is a joy, you might just want to create something quickly without any of the fuss. By tapping the + button in the top right corner, you'll be taken to a Create a New Project menu. Here you can refine what you're looking for by format or size.

Settings menu

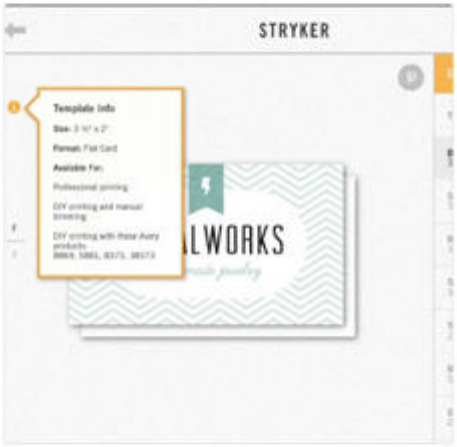
6 The M in the top left corner of the Makr screen allows you to access the settings menu, with options to view your order history, turn off the helpful suggestions and even – handily – adjust the print alignment of your PDFs to accommodate for printing misalignment.

HOW TO | MAKE YOUR OWN BUSINESS CARD



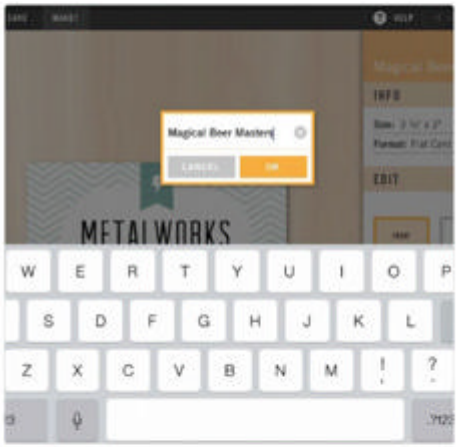
1 Choose a theme

First of all, you'll need to head to the appropriate section of Makr – in this case it's the Business one, so tap on the Business heading in the top menu. On the screen that follows, you'll see a range of themes that are available to choose from. Scroll down and select the one that you think suits the feel of your company best. Each theme contains 10 formats with individual content, but they should all have a business card option contained within.



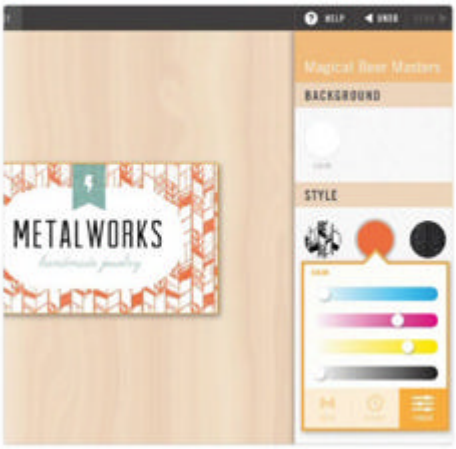
2 Select an option

When you've selected a theme, you'll be taken to a visual overview of what's contained within that theme, and it will also have the text counterparts to the right. We're after the Business Card option, so tap on this to open it and you'll see a larger preview image of how the card will appear in the flesh. Tap the i next to the image and it'll give you some information, such as printing options and dimensions. You can also switch between the front and back.



3 Start editing

Happy with your selection? Then it's time to start personalising your business card to suit your company profile. Tap the image preview and you'll be taken to the editing area. Take note of the Save option (top left) – you don't want to lose your work so use this wisely. The default name for your business card is, unsurprisingly, 'Business Card', but you can change this if you like. Just tap the name and enter the name you prefer.



4 More options

Each design consists of individual elements, which you can select and edit separately. For example, you can select the zigzag border on this design and swap it for another pattern, colour or texture, and you can adjust its opacity using the slider. When you adjust an element, there are plenty of options – just swipe left or right to see more. When you change the colour, you can also use the Picker tool which allows you to create a custom colour.

5 Changing elements

If you don't like an existing element, select it and tap Trash in the lower right corner. If you'd like to move an element in front of or behind another, hit Layer Down or Layer Up. You can also drag and reposition elements as you wish by holding them and moving to a new location. To edit the text on your card, double tap the text box and new editing options will appear. Here you can change the size, colour and position of the text, and much more.

How to print?

Once you've made some amazing-looking designs in Makr and saved them for later, you might be wondering how you get to the next stage, that is – printing them off as real things. There are two ways to go about turning your digital creations into reality – you can either get your designs professionally printed by Makr – though this is only available in the US – or for the rest of the world, you can go down the DIY route. All you need to do is download a PDF from Makr and then do the printing leg work yourself, which costs just £2.49 a time. To access the printing options, hit the Make button when you've created a new design. Hopefully, the in-house printing options from Makr will come to the UK and other areas later on.

Make stickers from photos

Create characterful memes and montages using Photo Cut-out

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
iPad, Photo Cut-out

Messing about with photos is an endless source of creative distraction. Some canny photo-stitching skills can earn you plenty of kudos with your friends as you post hilarious montages featuring their faces bolted on to animals or other people's bodies. There's a rich vein of apps to mine in the App Store to give you a helping hand with laugh-out-loud-funny makeovers.

Amusing as these apps are, superimposing your photos on impossibly beautiful landscapes or adding your likeness to a fantastically groovy background can be a lot more rewarding.

The free Photo Cut-out app is perfect for this sort of creativity. You can easily create fun montages without the need for brilliant Photoshop editing skills. Photo Cut-out does the hard work of tracing around a chosen object and removing it from the background for use in a montage.

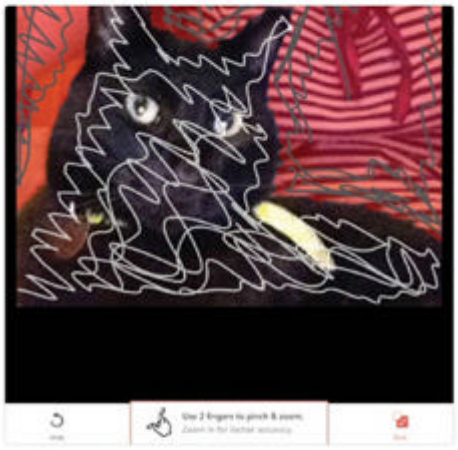
The iPad's simple touchscreen controls mean you can place and resize items as you wish, so you can create amusing memes showing your pets lounging on an exotic beach, or can create pictures and stickers from your photos as well as sharing them on Facebook, Twitter and by email.

Create fun montages without the need for brilliant Photoshop editing skills

HOW TO | TURN YOUR CAT INTO A FUN STICKER

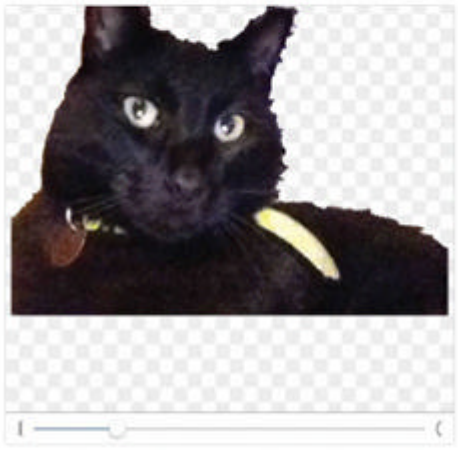
1 Crop your photo

Tap 'Make your 1st sticker' in the Photo Cut-out app. Choose a photo from the Photos app on your iPad. It's best to select a photo that has a single, clear subject. Don't worry too much about what's in the background, as Photo Cut-out will strip it away. If needs be, crop your photo by dragging the frame handles inwards. Tap the tick at the top right to apply the crop.



2 Trace your subject

Tap Front at the bottom of the screen then use your finger to scribble inside the area of your subject. Try to trace close to the edge of the shape but make sure you don't stray beyond it. Next, tap Back and scribble and trace the background. The parts to be cut out will turn red. Pinch and zoom in to the image so you can trace accurately. Tap the tick when you've finished.



3 Preview and smooth

You can now see a preview of your photo cutout. Use the slider at the bottom to smooth out the edges. Tap the tick to accept it. If some of the detail hasn't been picked up accurately, tap the back arrow and scribble and trace around your object once more. Your finished cutout will appear in the sticker library. You'll be able to use this cutout in your stickers and in your collages.

HOW TO | MAKE YOUR STICKERS STAND OUT

1 Add impact

You can add to the sticker-like quality of your designs by adding colourful edges to them. To do this, tap to select your cutout in the sticker library then tap Outline. Choose an outline colour and then use the slider to specify how thick the border should be. For a really chunky edging, slide the lozenge all the way to the right. Tap the green tick to apply the effect.

2 Add sticker effects

You can colourise your photo or give it a drop shadow so it appears to lift off the page. Tap the Shadow option then use the two sliders to adjust how far the shadow is offset and how dark or fuzzy it is. If you decide you don't like the shadow effect, just tap Back at the bottom of the screen. To keep the effects you've applied tap Done.

3 Share and print

You can save the image to your iPad's Camera Roll by tapping the Save & Share option at the top right. You can assign it as a profile photo by tapping 'Assign to Contact' in the Share options, or you can email, text or tweet it. To print your stickers use an online service such as Moo.com or buy printable sheets of stickers for your home printer.

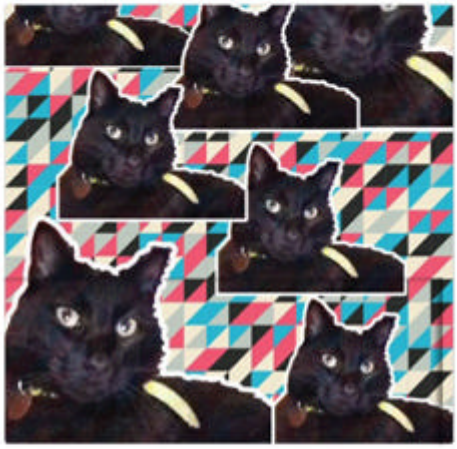
HOW TO | USE YOUR CUTOUTS IN COLLAGES

1 Pride of place

Your cutouts will look great as part of a montage. Select your cutout and tap Collage then Background. Photo Cut-out has some great images to choose from, and you have the choice of a square or portrait design. Tap one of these options to see crop marks indicating how the background will look. Tap the tick to continue.

2 Compose your picture

Your photo cutout will now appear superimposed on your chosen background. Reposition it as you wish and pinch to adjust its size. If you wish to, you can now add text to your design. Type a few words, tap a colour for the text, then tap the tick. As before, you can manually resize and reposition it. To make the text go behind the object, tap the Back option.



3 Multiply the effect

If you want to create a zany effect, choose a patterned background then place your photo on top. Tap to select your photo then tap Copy. Position the new photo and then copy it again as many times as you wish to. Random placement and a variety of sizes generally looks better than identically spaced objects of the same size. Tap the arrow at the top right to save or share.

GEAR

Our round-up of the hottest products out now for your iPad

Microsoft Universal Mobile Keyboard

★★★☆☆

£80 Microsoft, microsoft.com

We would normally recommend iPad keyboards that double as cases but the separate Universal Mobile Keyboard (with a detachable dock) feels just as useful. It's fairly slim and has a nice rubberised coating, so throwing it in a bag alongside your iPad (or iPhone) does no harm to it all. The dock element has two heights of groove that an iOS device slots into, giving you two different viewing angles. The dock looks flimsy but feels sturdy, although typing isn't that comfortable. The dock also acts as the cover for the keyboard, which turns the keyboard on or off as well. This is a handy detachable dock with multi- platform appeal, but there's better typing action to be found elsewhere. ***Christian Hall***

Gmobi iStickPro

★★★☆☆

From £60 Gmobi, hypershop.com

The iStickPro isn't the most elegant memory stick we've ever seen, but it does include both USB 2.0 and Lightning interfaces, which means you can connect it to iOS devices as well as Macs and PCs. There's also a free app that you can download which acts as a file browser, allowing you to quickly transfer files between devices. The 16GB version costs £60, which is a bit expensive, but the 32GB and 64GB models are better value at £70 and £100 each. We'd prefer to see USB 3.0 support on here for transferring files faster from a Mac or PC, too – especially if you wanted to use it for storing HD videos on. All in all, it's a handy way of adding some extra storage to your iPhone or iPad, but it's not the best for value, and it's not the fastest drive around. ***Cliff Joseph***

IK Multimedia iRig 2

★★★★☆

£30 IK Multimedia, ikmultimedia.com

As with the original iRig, you plug this into your iPad's headphone socket, then plug your guitar jack lead into the quarter-inch input. You can plug headphones into the 3.5mm output socket too, to monitor what you're playing. New additions are an input gain dial and jack output; the output signal can be toggled between FX (processed) and THRU (clean). The case boasts a clip, and there's a strap for attaching the iRig 2 to a mic stand. This isn't so much an improvement on the iRig as a new piece of hardware. The default input was clearer; apps seemed happy with the gain up high, providing a strong signal for recording, and when outputting to an amp, the ability to fine-tune gain levels was really useful. ***Craig Grannell***

Sennheiser Momentum 2

★★★★☆

£270 Sennheiser, en-uk.sennheiser.com

These new Momentum 2 headphones are designed both for listening at home and on the move. Beautifully packaged (with a carry case) these headphones are lightweight despite being well built. The finish is good, with stainless steel and leather, and soft, comfortable ear pads. The two cups can be folded in, and the hinges and cup adjustment sliders are sturdy. The cable is detachable and comes with a remote control featuring play/pause, volume and a microphone. The sound quality is excellent, offering a clear and detailed soundstage with a rich but not overpowering bass end. Where a track had a prominent mid range, say with vocals mixed high, they did become slightly bright at the highest volumes. ***Hollin Jones***

Drop Kitchen Connected Scale

★★★★☆

£80 Adaptics, getdrop.com

Connect Drop up by Bluetooth and the free app, and you'll have a kitchen scale display on your iPad. Either use it as a basic scale or use the social side of the app to run through a recipe which can rescale your ingredients. You don't have to keep syncing, just tap the button on the front and off you go. The Drop Kitchen app is beautifully designed and is far nicer to look at than your average digital scale. We made bread and biscuit recipes in this mode and found zeroing the scale and cycling through the measurement options a breeze. Just be prepared for a floury iPad screen! ***Christian Hall***

Ted Baker Finisterre

★★★★☆

£199 Ted Baker, tedbaker.com

The Finisterre radio blends retro cool and modern simplicity, constructed of brushed aluminium and leather, with a sturdy leather strap. There are three modes. A standard FM radio uses the extendable aerial. In DAB mode the signal is crystal clear and information about the station and programme scroll across the screen. In Bluetooth mode you can stream sound from a device, and there's also playback control. The system can go surprisingly loud and bass is astonishingly robust for what is quite a small radio. Otherwise, audio clarity is very good. ***Cliff Joseph***

Philips Fidelio M2L

★★☆☆☆

£173 Philips, philips.co.uk

These headphones don't plug into the usual 3.5mm jack, but instead connect to an iOS device's Lightning port. Sound is passed digitally to the cans to be converted via their own DAC. In theory this means support for higher-quality sound, but no difference for standard iTunes music. In general, while a little high, the price is reasonable for the performance, but they don't sound amazing. The materials Philips has used feel good, though don't seem totally premium. The lone Lightning connector means you can't use them with a PC or Mac, but a bigger issue is that, with them connected you can't charge your iOS device. ***Christopher Phin***

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